

PLANNING APPLICATION

CITY OF SANTA CLARA PLANNING DIVISION

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See reverse side for application requirements

APPLICATION FOR:

(Please check all applicable boxes)

- ☐ VARIANCE
- ☐ USE PERMIT
- ☐ ZONING CHANGE
- ☐ TENTATIVE MAP
- ☐ TENTATIVE PARCEL MAP
- ☐ LOT LINE ADJUSTMENT
- ☐ MODIFICATION
- ☐ SPECIAL PERMIT
- ☐ HISTORICAL & LANDMARKS COMMISSION
- ☐ GENERAL PLAN AMENDMENT
- ☐ (OTHER):

ARCHITECTURAL REVIEW FOR:

- ☐ RESIDENTIAL
- ☐ NON-RESIDENTIAL
- ☐ MIXED-USE
- ☐ LANDSCAPE
- ☐ SIGNS
- ☐ TEMPORARY SIGNS

FOR PLANNING STAFF USE ONLY

Checked in by: _____ on _____

Fee: _____ Receipt number: _____

PCC-SC meeting date: _____

Tentative Commission date: _____

Tentative AC meeting date: _____

File number(s): _____

ENVIRONMENTAL REVIEW:

☐ EXEMPT ☐ NEG DEC ☐ EIR

Fax to: _____

Fax #: _____

Project Address: _____

Building area: _____ square feet

County Assessor's Parcel Number (APN): _____ - _____ - _____

Gross lot area: _____ acres / square feet

Development Project Description: _____

Hazardous Wastes and Substances Statement (Calif. Gov. Code 65962.5):

☐ This site is **not** included on the Hazardous Wastes and Substances Sites List

☐ This site is on the Hazardous Wastes and Substances Sites List.

(A copy of this list is available in the Planning Office)

Date of list: _____

Regulatory ID #: _____

☐ Urban Runoff Pollution Prevention Program (URPPP) information provided to applicant

Please print all information legibly, including correct zip code.

Applicant: _____ Mailing address: _____ Day phone: _____

Company: _____ City: _____ Fax #: _____

Signature: _____ Zip code: _____ E-Mail (Optional): _____

Property Owner: _____ Mailing address: _____ Day phone: _____

Company: _____ City: _____ Fax #: _____

Signature: _____ Zip code: _____ E-Mail (Optional): _____

NOTE: Please attach the names and full addresses, including zip codes, of all other involved parties to which you would like agendas and minutes sent.

Statement of justification for the above **APPLICATION** (this statement will be included in the staff report to the Planning Commission; a separate statement may be attached, if necessary): Contact staff for assistance on preparing a statement.

Tentative Map / Tentative Parcel Map / Lot-Line Adjustment application only:

Engineering firm: _____ Engineer's name: _____

Address: _____ Phone #: _____

Fax #: _____

Internet E-Mail (Optional) _____ Engineer's signature _____

STAFF COMMENTS: _____

TO BE COMPLETE, IN ADDITION TO FILING THE APPROPRIATE APPLICATION FEES AND ANY REQUIRED ENVIRONMENTAL INFORMATION, THE FOLLOWING PLANS AND DATA MUST ACCOMPANY THE PLANNING APPLICATION, BASED UPON THE TYPE REQUEST BEING MADE:

Note: All submittals must be black line drawings. No blue line drawings will be accepted

<u>TYPE OF REQUEST</u>	<u>Required materials to be submitted (stapled and collated)</u>
Application for:	(Please refer to the SCHEDULE below)
VARIANCE, USE PERMIT, or ZONING CHANGE.....	12 COPIES of A; 12 COPIES of B; 12 COPIES of C; 1 COPY of D
MODIFICATION.....	5 COPIES of A; 5 COPIES of B; 5 COPIES of C
TENTATIVE MAP, TENTATIVE PARCEL MAP, or LOT-LINE ADJUSTMENT.....	12 COPIES of A; One (1) 8 ½" x 11" reduction of A
HISTORICAL and LANDMARKS COMMISSION.....	5 COPIES of A; 5 COPIES of B; 5 COPIES of C; 1 copy of D
SPECIAL PERMIT, GENERAL PLAN AMENDMENT, or TEMPORARY SIGN PERMIT.....	(See Planning Division Personnel)
Architectural Review for:	
RESIDENTIAL, NON-RESIDENTIAL, or MIXED-USE.....	4 COPIES of A; 4 COPIES of B; 4 COPIES of C
LANDSCAPING.....	4 COPIES of E; 4 COPIES of F
SIGNS.....	4 COPIES of G; 4 COPIES of H

GENERAL NOTES:

- ☐ A non-refundable filing fee must accompany this application, when applicable; checks payable to the City of Santa Clara.
- ☐ Extra copies of these materials and/or additional information, such as photos or exterior-surface-material samples, may be requested by staff based upon pre-application discussions or upon review of application.
- ☐ All applications and materials, including reductions, must be LEGIBLE in order for the application to be deemed complete.
- ☐ An application may be deemed incomplete and its review delayed if *any* of the required materials are not provided.

REQUIRED PLANS

- A. Fully dimensioned SITE PLAN showing:
- ☐ Property lines, including distance from street centerlines and face of curb; official plan lines for streets; building setback lines; all easements and public/private utilities; fences
 - ☐ Lot square footage, building square footage (including carports, covered patios, sheds, etc.); percent of lot coverage
 - ☐ Existing and proposed buildings and other structures (including roof peaks and overhangs)
 - ☐ Driveways, parking spaces and circulation (including sidewalks); planted areas (see landscaping checklist if applicable)
 - ☐ Trash enclosures (except for single-family residential); screens for roof-mounted or ground mounted tanks, equipment, etc.
 - ☐ Exterior lighting (except for single-family residential)
 - ☐ Required and proposed parking layout and data (including compact and handicapped stalls) and restaurant seating counts
- B. ☐ FLOOR PLAN indicating existing and proposed areas (including interior dimensions of covered parking areas)
- C. Fully dimensioned ELEVATIONS showing:
- ☐ All principal proposed views; Existing elevations (including materials)
 - ☐ Proposed materials, textures and colors of exposed surfaces
- D. ☐ One 8 ½" X 11" reduction of each sheet in A., B. and C.
- E. Fully dimensioned LANDSCAPE SITE PLAN showing:
- ☐ Property lines, including distance from street centerlines and face of curb; existing and proposed building outlines
 - ☐ Major underground utilities (including existing underground wells or tanks)
 - ☐ Existing trees with trunks over one foot in diameter
 - ☐ Outline of all planted areas showing the required 6-inch concrete curbing
 - ☐ Precise location, or pattern and spacing of all plants (keyed to schedule in paragraph AF≡); location and topography of berms
 - ☐ Required irrigation system showing complete coverage
 - ☐ Right-of-way planting (if applicable)
- F. Schedule of Plantings, preferably in table form, showing:
- ☐ Botanical name; common name; size (container size, height, trunk diameter, spread); total number and spacing
- G. Fully dimensioned SITE PLAN showing:
- ☐ Property lines, including distance from street centerlines and face of curb; official plan lines for streets, building setback lines and any existing or planned above ground utilities, easements in the area of the request
 - ☐ All buildings and structures
 - ☐ Location of all existing and proposed signs; sign setbacks from property lines and structures
- H. Fully dimensioned SIGN ELEVATIONS showing:
- ☐ Each sign, existing and proposed, showing materials and colors
 - ☐ The building face or marquee with proposed signs attached (except for free-standing signs)
 - ☐ Square footage of all existing and proposed signs